

Report for Week Ending 2 Jan. 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1.) Completed 7 actions requiring the printing of 64,250 copies or sets of blank forms. This represents a decrease of 19 actions and a decrease of 44,350 copies compared to last week.
- (2.) One new and one revised forms were approved.
- (3.) Procurement of Form 226 has been cancelled and replaced by (3) IBM punch card forms mechanizing RI/DD/P's file charge out system. Savings in procurement cost will be approximately \$7,000.00.
- (4.) Survey of all stocked forms not ordered for 18 months or more and of other Government Agency forms not ordered for 18 months or more resulted in the obsoleting of 85 forms.

2. Assingments

a. Active

- (1) Eleven new and ~~twenty three~~ ^{twelve} revised forms are pending.
- (2) Two Employee Suggestions are being evaluated.
- (3) Rechecking of the Visible Index File (Form 2)

3. News

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Bi-Weekly Report for period Ending 1 January 1958

1. Completed review of the Staff's weekly reports for 1957 preparatory to developing the annual report. Compiled annual training statistics which revealed that the Staff devoted 7.3% of its man hours to OTR credited training during 1957.
2. Completed arrangements for the preparation of new and revised graphics for [] DCI presentation on records management.
3. Discussed the next Support Services Exhibit with []
Together we examined the "props" previously used and determined how to use portions of the display designed for the first exhibit.

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Weekly Activity Report
for
Period Ending 1 January 1958

I. Records Management Presentation for the DCI:

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Submitted a memorandum through [redacted] containing suggestions for the above presentation. After reviewing the material, [redacted] asked me to turn it over to [redacted] again for use during the second phase of the Records Management Presentation to other Agency officials.

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II. Personnel-Type Vital Records Study:

Neither the Office of Personnel nor the Office of Training have completed their final review of the revised proposed listing of vital personnel-type records. There has been some delay in obtaining the full convenience of all components because a majority of personnel have been on leave one time or another during the past few weeks. Expect to work out the finalized list next week for sure.

III. Metal Desk Trays:

Phoned the Chief of Support, TSS to arrange for an appointment to discuss his reaction and that of technical personnel in TSS to the composition of the metal trays. However, he was on leave this week. Will contact him first thing next week.



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